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23 April 1953

REPORT FOR THE WEEK OF 20 - 24 APRIL

To: The Deputy Director of Training (G)  
 From: Management Training Division

Accomplishments

The Records Management Training Program continues with its scheduled meetings on Monday and Friday each week. The average attendance at each meeting this week was 85.

Four follow-up meetings in the Human Resources Program in OCD were held this week with groups of division chiefs, branch chiefs, and section chiefs. Total attendance at four meetings: 64.

The initial phase of the H. R. Program was completed on Wednesday with a group of 9 Branch Chiefs in TSS.

The initial phase of the H. R. Program was begun with a group of 7 Branch Chiefs in TSS on Thursday.

The initial phase of the H. R. Program was completed with a group of 13 top policy staff in Commo. [redacted] and his division chiefs and equivalent staff.)

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Plans

It is planned to commence the H. R. Program in FE on 28 April, and in OCI on 4 May.

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A recommendation for the promotion of [redacted] the secretary at the Clerical Induction Section, [redacted], will be submitted for the next meeting of the Career Service Board.

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Follow-up meetings in the H. R. Program will not be pushed during July and August due to vacation absences of participants and to the difficulty of getting adequate space in hot weather for meetings of this kind. During the summer, special attention will be given to the development of the Administrative Support Conference, - administrative officers, administrative assistants, and service offices.

I plan to put in an application for the Harvard Advanced Management Program, Twenty-fifth Session, 24 February - 21 May 1954.

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